



POLITICAL/ECONOMIC ASSISTANT

An opportunity is available to work as a Political/Economic Assistant within the Political/Economic Section at the U.S. Consulate General Melbourne.

Salary: A\$89,399 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. A university degree in Public or Business Administration, Political Science, History, International Relations, Law, Statistics, Commerce, Economics, Labor or Industrial Relations is required.
2. Minimum three years' experience in research and analysis, project management, and office administration, in government, public relations, politics, economic policy, or non-government organizations is required.
3. Level 4 (Fluent) written and spoken English is required. Must be able to communicate and draft factual and analytical reports in a clear and concise manner. This may be tested.
4. Experience in dealing with government officials, politicians, business and cultural leaders, or academics is required. Must be able to develop and maintain an extensive range of contacts in government, business, media, labor, educational institutions, and cultural circles.
5. Demonstrated in-depth knowledge of Australia's political, economic, social, and educational structure, institutions, political parties, historical developments, and key personalities, and a good understanding of the U.S. political process, foreign policy, economy, society, and culture are required. This will be tested.
6. Advanced computer skills in database maintenance and MS Office programs (Word, Excel, Access, PowerPoint and Outlook) are required. This will be tested.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Human Resources Office, U.S. Consulate General Melbourne, Lv.6/553 St. Kilda Rd., Melbourne, VIC 3004 or via email to: MELBHR@state.gov by October 5, 2015.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted.*

POSITION TITLE: POLITICAL/ECONOMIC ASSISTANT	POSITION GRADE LE- 9 (STARTING SALARY A\$89,399)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Political/Economic Assistant provides expert research, reporting, speech writing and advisory functions on complex political and economic issues for the Consul General and Political/Economic section.

Major Duties and Responsibilities

A) Research, Analysis, Reporting and Speech Writing:

Undertakes research, analysis, reporting and speech writing on Australian political, economic, commercial, business, environmental, trade and technological developments from a wide variety of published and unpublished sources for relevance to U.S. interests in Australia and the Asia Pacific region, as well as on global issues. Such information may include host Government policies and legislation, political party platforms and statements, and studies and reports furnished by nongovernmental organizations, unions, businesses, academics and the media. Makes decisions about issues to be reported, analyzing developments within the broader political, economic, social and global sphere. Provides spot reporting and in depth analyses to the Ambassador, DCM, Consuls General and Political/Economic Sections throughout the Mission, on key issues, including: significant leadership tensions in Australia's major political parties, the rise of minority parties and independent candidates, Australia's resource sector and economy, and reaction from high level contacts to critical political/economic developments. Reports accurate, up to date information, which is timely and of high substantive quality and which reflects an appreciation of the nuances of the Australian political system, economy and business sector. Drafts major speeches for Consul General, and for the Ambassador, as required. In the absence of the Pol/Econ Officer, independently maintains the Pol/Econ Section

B) Advisory Role

Briefs the Consul General, Political/Economic Officer, Consulate staff and official visitors on current developments of importance in Australian political and economic matters, and, as requested provides briefing of a similar nature on a Mission wide basis. Accompanies the Consul General, Pol/Econ Officer and Ambassador to meetings with key government and business representatives and provides regular pre-meeting briefings. The incumbent drafts briefing papers/materials for the Consul General, Pol/Econ Officer and Ambassador, outlining key issues for discussion in upcoming meetings. Forecasts developments, including their ramifications for U.S. - Australia relations, present U.S. positions independently, in a persuasive manner and furnish information regarding U.S. foreign policy positions.

C) Maintaining Contacts

Develops, maintains and effectively utilizes an extensive range of high-level and mid-level contacts with politicians, business leaders, high level policy analysts, advisers, academics, trade union officials, media commentators and community leaders across the consular district to develop the optimal political, economic and commercial information network and promote U.S. interests. Identifies and meets with key up and comers in politics and business. Identifies potential International Visitor Leadership Program nominees and compiles nominations for the Pol/Econ section.

D) Representational

The incumbent represents the Consul General, Political/Economic Section and Mission as required at conferences, seminars and other events organized by governmental, business, academic and think tanks. Utilizes representational opportunities to develop contacts, articulate U.S. policy positions, inform the Consul-General and Mission of important developments, and advance U.S. interests. The incumbent serves as a member of the Mission National Export Initiative Team, identifying contacts and opportunities for U.S. small and medium businesses to expand trade and to support in-bound investment to the U.S., in this capacity develops and implements strategies to enhance U.S. trade throughout the Consular District.

E) Other

The incumbent takes the lead on the coordination of USG official visits. Will act as the Control Officer for visiting U.S. Government officials and arrange programs utilizing established contacts and facilitates contact with political, economic, business, and host government counterparts. The incumbent provides support to these visits by drafting schedules, setting up meetings, liaising with the appropriate local protocol offices, as well as the Consulate's Management section for logistical support.

The Pol/Econ Assistant works with the Pol/Econ Officer to plan outreach and reporting trips within the Consular District by the Consul General, Officer and the incumbent. The Pol/Econ Assistant suggests meetings for the Consul General and Ambassador with key interlocutors in support of the post's reporting priorities as outlined by the MPP.

In conjunction with the Pol/Econ Officer and Management Section, the incumbent takes the lead on supervising the annual State Department U.S. Student Internship Program and the bi-annual Local Student Internship Program. This includes developing work programs, providing guidance concerning political, economic, commercial, business, trade, environmental, and technology matters and direct supervision of the interns.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A university degree in Public or Business Administration, Political Science, History, International Relations, Law, Statistics, Commerce, Economics, Labor or Industrial Relations is required.

2. Minimum three years' experience in research and analysis, project management, and office administration, in government, public relations, politics, economic policy, or non-government organizations is required.
3. Level 4 (Fluent) written and spoken English is required. Must be able to communicate and draft factual and analytical reports in a clear and concise manner. This may be tested.
4. Experience in dealing with government officials, politicians, business and cultural leaders, or academics is required. Must be able to develop and maintain an extensive range of contacts in government, business, media, labor, educational institutions, and cultural circles.
5. Demonstrated in-depth knowledge of Australia's political, economic, social, and educational structure, institutions, political parties, historical developments, and key personalities, and a good understanding of the U.S. political process, foreign policy, economy, society, and culture are required. This will be tested.
6. Advanced computer skills in database maintenance and MS Office programs (Word, Excel, Access, PowerPoint and Outlook) are required. This will be tested.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ELIGIBILITY REQUIREMENTS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION TO

Management Section/HR
U.S. Consulate General
Level 6/553 St. Kilda Rd.
Melbourne, VIC 3004

Or via email to: MELBHR@state.gov

THE DEADLINE FOR APPLICATIONS IS OCTOBER 5, 2015.

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References